

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**TRADESWORKER I
VARIOUS DEPARTMENTS**

GENERAL STATEMENT OF DUTIES

Performs semi-skilled manual work in the maintenance of buildings, equipment, and grounds. Reports to a Superintendent or Supervisor.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of semi-skilled tasks in the maintenance of buildings, grounds and related facilities and equipment. Work requires familiarity with and some competence in basic practices of one or more of the maintenance trades. The employee may assist in the performance of carpentry, electrical, masonry, plumbing and painting tasks. Assignments may also include routine janitorial work or grounds maintenance work requiring the operation of small power-driven equipment and light trucks. Much of the work is carried out in accordance with established maintenance schedules; however, specific instructions and close supervision are received on new and special assignments. Employee must have the ability to execute details of work according to specific instructions and be able to adapt to frequent and varying changes in the work schedule. Some independent judgment is exercised in performing daily work activities. Work is performed under general supervision of a Superintendent or Supervisor and is evaluated by observation and in terms of the efficiency with which assigned tasks are completed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS (May Vary With Departmental Assignment)

Performs general carpentry work assisting in the construction, repair or alteration of floors, walls, roofs, stairways, partitions, doors, windows, screens and various other wooden articles; hangs, plasters and finishes drywall.

Performs general painting work, which includes preparing surfaces and applying paint or stain.

Performs general plumbing work to assist in installing fixtures, repairing leaks, and replacing valves and faulty fittings or sections in lines.

Performs flushing and chlorination of hydrants, meters and water lines as required.

Performs skilled mechanical work in the repair and maintenance of motorized turf maintenance equipment; performs preventive maintenance and servicing

Assists in the maintenance of various electrical systems, including replacing faulty

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switches, sockets, plugs, fuses, and insulators.

Assists in maintenance of heating, ventilation and air conditioning systems, including changing filters, installing duct work and chassis parts, wrapping pipes in insulation, etc.

Assists in receiving and dispersing supplies.

ADDITIONAL JOB FUNCTIONS

Performs general groundskeeping duties, such as mowing grass, trimming shrubbery, raking leaves, shoveling snow, and general policing of assigned grounds.

Performs various custodial duties, such as cleaning bathrooms, mopping and sweeping floors, stripping and buffing floors, changing light bulbs, and emptying trash receptacles.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the standard practices, materials and equipment related to the plumbing, masonry, electrical, carpentry, painting, equipment repair and related maintenance trades.

Some knowledge of basic groundskeeping practices and procedures.

Some knowledge of the occupational hazards and applicable safety requirements associated with general maintenance and construction work.

Skill in the use and care of various tools and equipment employed in the work.

Ability to perform simple mathematical calculations.

Ability to interpret and work from sketches, layouts and blueprints.

Ability to understand and follow oral and written instructions.

Ability to perform strenuous work under varying weather conditions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school and some experience in one or more of the maintenance trades; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Some departments may require possession of a valid driver's license issued by the State of North Carolina.

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COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Pay Grade 6
Non-Exempt